

**Guidance notes for chairing a Family Network Meeting (Previously called Team around the family/TAF meeting)**

**1. Initial Family Network Meeting**

The meeting should be solution-focused. Professionals should work together to help the family move forward and feel positive about the future. The family should become independent rather than dependent on services.

**Welcome**

Thank everyone for attending and explain the purpose of the meeting.

*Thank you all for coming. Today's meeting gives us an opportunity to plan the next steps to support \_\_\_\_\_ and his/her family. The purpose of the meeting is to pull different agencies and professionals together in order to co-ordinate our approach in providing what \_\_\_\_\_ needs to help him/her make progress.*

**Introductions**

Go around the table and invite individuals to introduce themselves and to explain their role. Don't forget to introduce yourself.

*My name is \_\_\_\_\_ and I am a (job title)\_\_\_\_\_. The reason I am here today is because \_\_\_\_\_.*

**Apologies**

Identify those people that were invited to attend the meeting but have been unable to make it.

*(Names) send their apologies for their non-attendance at today's meeting.*

**Overview of current situation**

Identify those agencies currently involved with the child/young person and briefly describe what service they presently provide.

**Identify the lead professional (if required). It is good practice to have this agreed with the family and the appropriate professional PRIOR to the meeting.**

Discuss with the group, and agree together, who is best placed to take the lead in implementing this action plan and coordinating the necessary provision.

**Identify strengths and needs of the child/family**

Using the Early Help Assessment documentation, talk through the strengths and needs of the families.

*The conclusions that were identified at the end of the assessment process were that \_\_\_\_\_'s strengths are \_\_\_\_\_, his/her additional needs are \_\_\_\_\_.*

Talk through the aims that the child/family identified in the Early Help Assessment and what they hope to get out of this. It is beneficial to ask the young person/family which needs they would like to prioritise and focus up at this meeting.

*Having identified \_\_\_\_\_'s additional needs, the child/young person/family have stated that the things they want to change and the outcomes they want to achieve are \_\_\_\_\_.*

If you have not completed your analysis section on your Early Help Assessment, the attendees and the family can look at this section together.

### **The Plan**

RECORD THE DESIRED OUTCOMES IN THE ACTION COLUMN ON THE FAMILY NETWORK FORM.  
RECORD THE IMPACT THIS WILL HAVE FOR THE FAMILY

### **Discuss how the professionals present can address the desired outcomes**

Go through the outcomes one by one and invite those present to suggest ways they can work together to address them. Discuss what actions need to be made to achieve them. Be SMART (Specific, Measurable, Achievable, Realistic, and Time bound)

Record 'who' will do this.

Record 'by when' date

### **Record the voice of the child**

You should already have gathered this as part of the assessment form so this discussion can be inserted.

### **Record voice of parent**

Outside of the general discussion around goals, what do the family hope to see happen next? What are the barriers? How do they feel about their current situation?

### **Review the Safety Scale**

What is the current score? All professionals and the family to provide their own individual score?

To close this Early help assessment what would we hope the goal to be?

To move up a point on the safety scale, what would need to happen?

Ensure to record all views

### **Set a date for a review**

Agree a date to come together again to review progress made with the action plan.

*We need to review the progress of this action plan at a future date to see if \_\_\_\_\_'s needs are being met or if we need to make other arrangements, perhaps involving other services, to help support \_\_\_\_\_. Let's agree a date, time and venue.*

## 2. Review meeting

The meeting should be solution-focused. Work together to help the family move forward and feel positive about the future.

### Welcome

Thank everyone for attending and explain the purpose of the meeting.

*Thank you all for coming. Today's meeting is a review meeting following and initial Family Network meeting held on \_\_\_\_\_. The purpose of the meeting is to see what progress has been made to achieve the outcomes set in the last meeting.*

### Introductions

If there are any new members in the meeting go around the table and ask professionals to introduce themselves and to explain their role. Don't forget to introduce yourself.

*My name is \_\_\_\_\_ and I am a (job title)\_\_\_\_\_.*

Briefly review the progress with reference to the action plan agreed in the last meeting by completing the achieved and next steps sections on the family plan.

RECORD NEW DESIRED OUTCOMES IN THE ACTION COLUMN ON THE FAMILY NETWORK FORM.  
RECORD THE IMPACT THIS WILL HAVE FOR THE FAMILY

### Discuss how the professionals present can address the desired outcomes

Go through the outcomes one by one and invite those present to suggest ways they can work together to address them. Discuss what actions need to be made to achieve them. Be SMART (Specific, Measurable, Achievable, Realistic, and Time bound)

Record 'who' will do this.

Record 'by when' date

### Can the Early Help Assessment be closed?

Discuss with the family whether all needs have now been addressed.

Can this be stepped down to single agency support? E.g., Camhs or school only support?

If there are no further required actions and the family are happy to do so the assessment can be closed. Agree that the lead professional will update the early help coordinator on closure.

If there is still need for multi-agency discussion, then a review meeting needs to be arranged and the assessment remains open.

### Record the voice of the child

This should be different and recently gathered voice to what has been recorded at the previous meeting/assessment so that the child's wishes remain central. Voice of children should be gathered

and recorded regularly throughout the process. Other professionals at the table may have met the child and recorded some voice as part of their work. Can they share what they have found? What do parents say as to how this child/YP is feeling?

**Record voice of parent**

Invite the family to make any comments they feel necessary about the Early Help Assessment process and their views about the actions that have been identified.

What do the family hope to see happen next? What are the barriers? How do they feel about their current situation?

**Review the Safety Scale**

What is the current score? All professionals and the family to provide their own individual score?

To close this Early help assessment what would we hope the goal to be?

To move up a point on the safety scale, what would need to happen?

Ensure to record all views

**Set a date for a review**

Agree a date to come together again to review progress made with the action plan.

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